

# City Attorney

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## **Mission Statement**

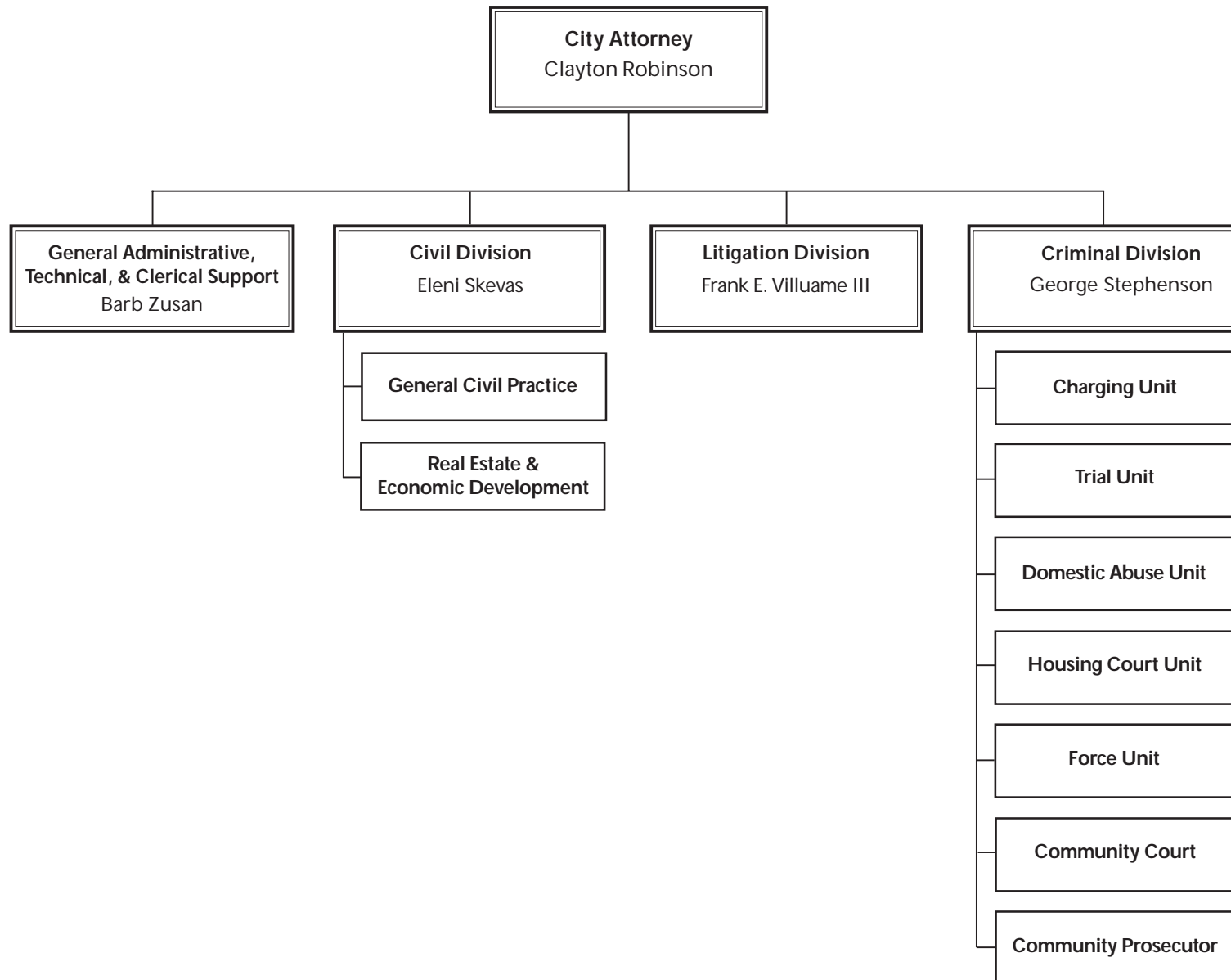
The mission of the Office of the Saint Paul City Attorney is to fulfill its duty to represent the city in its legal affairs with integrity, professionalism, and collegiality.

Integrity means that we are loyal to the interests of the city and the laws under which it functions.

Professionalism means that we are thorough and creative in representing the interests of the city, respectful of the public process in which we function, and courteous to all those with whom we interact.

Collegiality means working together, and with the elected and appointed officials of the city, to continuously seek improvements to the quality of legal services and the efficiency with which they are provided.

# City Attorney



# City Attorney

DEPARTMENT/OFFICE DIRECTOR: CLAYTON ROBINSON

	1999 2ND PRIOR EXP & ENC *	2000 LAST YEAR EXP & ENC *	2001 ADOPTED BUDGET	2002 MAYOR'S PROPOSED	2002 COUNCIL ADOPTED	ADOPTED MAYOR'S PROPOSED	CHANGE FROM 2001 ADOPTED
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<u>SPENDING APPROPRIATIONS</u>							
001 GENERAL FUND	3,791,419	4,022,979	4,303,896	4,583,744	4,663,502	79,758	359,606
025 CITY ATTORNEY:OUTSIDE SERVICES FU	1,018,942	872,373	704,599	805,273	805,273		100,674
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TOTAL SPENDING BY UNIT	4,810,361	4,895,352	5,008,495	5,389,017	5,468,775	79,758	460,280
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<u>SPENDING BY MAJOR OBJECT</u>							
SALARIES	3,092,933	3,238,678	3,535,993	3,699,622	3,766,763	67,141	230,770
EMPLOYER FRINGE BENEFITS	967,001	995,030	980,154	1,100,276	1,113,720	13,444	133,566
SERVICES	289,518	344,903	350,939	407,572	409,245	1,673	58,306
MATERIALS AND SUPPLIES	74,567	91,157	72,218	78,740	79,240	500	7,022
MISC TRANSFER CONTINGENCY ETC	204,403	113,020	14,610	102,807	99,807	3,000-	85,197
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS	181,939	112,564	54,581				54,581-
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TOTAL SPENDING BY OBJECT	4,810,361	4,895,352	5,008,495	5,389,017	5,468,775	79,758	460,280
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		1.8 %	2.3 %	7.6 %	1.5 %	1.5 %	9.2 %
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<u>FINANCING BY MAJOR OBJECT</u>							
GENERAL FUND	3,791,419	4,022,979	4,303,896	4,583,744	4,663,502	79,758	359,606
SPECIAL FUNDS							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE	78,092	72,677	72,510	72,603	72,603		93
FEES, SALES AND SERVICES	476,033	503,412	519,480	605,016	605,016		85,536
ENTERPRISE AND UTILITY REVENUE							
MISCELLANEOUS REVENUE							
TRANSFERS	293,637	196,760	56,981	63,457	63,457		6,476
FUND BALANCES			55,628	64,197	64,197		8,569
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TOTAL FINANCING BY OBJECT	4,639,181	4,795,828	5,008,495	5,389,017	5,468,775	79,758	460,280
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		3.4 %	4.4 %	7.6 %	1.5 %	1.5 %	9.2 %

## Budget Explanation

### Major Changes in Financing and Spending

#### Creating the 2002 Budget Base

The 2001 adopted budget was adjusted to set the base for the year 2002. The department budget was increased for the anticipated growth in 2002 for salaries and fringes related to the bargaining process. Finally, a spending cap was imposed on the department's general fund budget to limit the growth of government spending and to avoid an increase to the city's property tax.

#### Department Proposals

To stay within the budget spending cap, the City Attorney's Office cut dollars associated with 1.2 FTEs, an attorney and .2 clerical position. The department also cut \$19,950 in fees for continuing education credits for attorneys. At the same time, it reallocated spending to absorb cost increases for computer leases, support and maintenance of Legal Edge software, and access charges for TCIS and Westlaw online.

The budget submitted was \$181,197 over base, but this was supported by an increase of \$16,000 in prosecution surcharge revenues, a base adjustment of \$61,000 for the upgrade of legal assistant positions, \$30,000 in L.L.E.B.G. grant revenue, \$10,000 transfer from L.I.E.P. and a transfer of \$64,197 from the city attorney special fund. The over-base request allowed the department to reduce fewer FTEs and to absorb increased costs for several items, including those mentioned in the paragraph above.

Spending in the outside services fund #025 increased by \$110,674 due to cost increases for salaries and fringe benefits, and a \$64,197 transfer to the general fund.

#### Mayor's Recommendations

In preparing the 2002 proposed budget, the mayor recommended accepting the department proposals contained in the submitted budget, with these exceptions,

- transferring \$74,126 spending associated with transferring an information systems consultant II to Information Services.
- adding \$55,913 spending associated with restoring a criminal attorney position.
- adding \$27,927 for staff upgrades that occurred in mid 2001.
- adding \$9,000 in contingency for potential unemployment compensation costs.
- adding \$20,000 for continuing legal education costs.
- adding \$10,000 to various services object codes.
- decreasing L.L.E.B.G. revenue estimate by \$1,500 based on new information on the likely level of federal funding

## Strategic Plans

- Work with staff from the Human Resources Office to develop and implement a new classification and compensation plan for attorneys.
- Continue to monitor use of outside legal counsel and maintain cost efficient controls.
- Continue current efforts to increase communication and sharing of information critical to thorough investigation and appropriate charging between the City Attorney's Office and Ramsey County Attorney's Office, especially in the area of domestic violence.
- Create a joint city-county domestic abuse prosecution team, focusing on domestic abuse cases involving children
- Continue implementation of the criminal case management system by completing customization and additional report writing training, and explore ways to provide access to the system for the Police Department.
- Continue use of volunteers from private law firms to assist with criminal prosecutions.
- Continue discussions with Hamline University concerning expansion of the paralegal internship program, which offers students an opportunity to gain experience in the criminal justice area, and provides the city with volunteer legal support.
- Continue to develop and refine the community crimes impact calendar project, which brings a special calendar twice a week to focus on "livability crimes" and how they can be handled quickly and in a manner that pays back the community. Continue participation in the "john school" established by the Police Department, City Attorney's Office, Probation Office, Ramsey County District Court and Breaking Free.
- Continue to emphasize victim contact and support to increase the successful prosecution of domestic abuse cases; to offer ongoing training and education for staff to increase awareness of the problems of domestic violence; and to work with other offices and agencies to improve services to victims.
- Continue the community prosecutor program and obtain continued funding for the programs in Frogtown and on the East Side.

## **Budget Explanation (continued)**

### **Council Action**

The city council adopted the City Attorney's Office budget and recommendations as proposed by the mayor, and approved the following changes:

- adding \$57,598 related to a legal assistant for the criminal division.
- adding \$2,173 for equipment and supplies related to the addition of a legal assistant.
- reducing the contingency for unemployment compensation costs in the City Attorney's Office by \$3,000, and placing the budget authority in specified contingency in the general government accounts.
- adding \$22,987 for attorney merit pay to reflect actual projected costs. assistant.

## **Strategic Plans (continued)**

- Continue to prosecute housing code, fire code and building code violations involving residential properties, with emphasis on obtaining compliance with city ordinances, and advise inspectors and other city officials on housing related questions to improve and maintain housing resources within the city.
- Continue to effectively prosecute FORCE cases through consistent charging and plea negotiation; to offer ongoing training and education to the Police FORCE Unit to assist in effective law enforcement techniques.
- Continue collaborative arrangement with Berkley Risk services to provide training to litigation attorneys in case evaluation skills.